

# KREC Guidelines to Classroom Management

Form E103

## 1. CLASS PREPARATION

- All monitors and instructors should arrive at least one hour before class begins.
- Test all audio/visual equipment to be used before class begins.
- Handout materials must be legible.
- Presentation slides need to be seen from the rear of the classroom.

## 2. REGISTRATION

- Students need to register with the name that appears on their license, give their residence address, and license number.
- **Registration and admittance to class MUST be denied to any student arriving more than 10 minutes late.**

## 3. CLASS

- **Always** start and end class on time.
- Remove registration materials from sign-in table after registration session has been closed.
- One 10-minute break is allowed for each 50 minutes of instruction.
- Take a head count after each break period.

## 4. ANNOUNCE HOUSE RULES

- Classroom should be free from disturbances and inappropriate behavior. This is the monitor's responsibility, as well as the instructor's.
- Cell phone volume is to be turned off. Tablets and other electronic devices **may only** be utilized if part of enhancing course instruction, unless they create a distraction. Monitor(s) and instructor(s) may ban all usage of such devices in a course.
- No disturbing conversations between students. No other reading materials are allowed but course outline/materials.
- Students are discouraged from leaving classroom during instruction; 10-minute breaks are given after every 50 minutes of instruction.
- **Students returning 10 minutes late from lunch or breaks will not receive education credit.**
- Students barred for violations of the House Rules cannot receive education credit.
- The instructor and monitor have the responsibility to enforce the House Rules, and the authority to warn and remove any student who does not comply.

## 5. INSTRUCTION

- An instructor may act as monitor for a class of less than 15.
- A monitor is required to be in the classroom for all classes with more than 15 students.
- All course material contained in the outline needs to be covered adequately.
- Instructor should repeat a student's question for the audio benefit of the other students and for the instructor's understanding of the student's question. The instructor's response needs to be audible to all students.
- If students ask too many questions and impede the progress of covering course material, the instructor has the discretion to cease Q & A sessions and defer extraneous questions to the lunch or break periods.
- Instructors must refrain from engaging in improper conduct and/or making inappropriate comments regarding race, color, gender, religion, sexual orientation and national origin while conducting a KREC approved course.

## 6. CONCLUSION OF INSTRUCTION

- Distribute evaluation forms for student completion. Collect evaluation forms.
- Distribute completion certificates to students who participated in entire class and who completed evaluation forms.
- Completion certificates should never be left unattended.